



# ISSDS Enterprise Workgroups

## Imaging

### Draft

Project Name: **Enterprise Workgroups**

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## Revision History

Deliverables Document: Version History			
Revision	Date	Description	Name
V1.0			

## Approvals

Deliverables Document: Approval Table			
Approved By	Date	Position	Signature

## 1. Executive Summary

### 1.1 Overview

Studies the issues and makes recommendations on business and technology activities:

- to develop standards for VSSS implementation of imaging systems
- to allow automated sharing of imaged case files, locality-to-locality or locality-to-state
- in a manner that includes the relationships and status of the imaged documents in regards to the appropriate case
- to improve the ability of VSSS to deliver timely and effective services and benefits to customers

We determined our deliverables to be:

- Provide a high level tree structure to local offices and agencies for efficient case exchange and lookup
- Provide high level technical guidelines:
  - ☐ For Data Exchange
  - ☐ For Imaging Parameters (resolution, image type)
  - ☐ For Common Data Model
  - ☐ For Common Index
  - ☐ For Infrastructure & Development Platforms
  - ☐ For Security (LDAP)

## 2. Acronyms

The following acronyms may be found within this document.

BPR	Business Process Re-engineering
DIS	Division of Information Systems
EA	Enterprise Architecture
EBPV	Enterprise Business Process View
ECM	Enterprise Case Management
EIM	Enterprise Information Management
EWG	Enterprise Workgroup
ISSDS	Integrated Social Services Delivery System
IT	Information Technology
ITIB	Information Technology Investment Board
LDSS	Local Department of Social Services
SDLM	Software Development Lifecycle Management
UIAR	User Information Access and Reporting
VDSS	Virginia Department of Social Services

*\*This section is to be updated as the document is completed.*

## 3. Issues

### 3.1 Issues/Business Need

We defined the business need as:

- Remedy a business problem by automating and digitizing a paper flow of information from clients to workers to file.
- Create efficiency by eliminating need to review paper files targeted for archival
- Create efficiency by facilitating searches by reducing the need to generate paper documents
- Respond to local agency development of individual systems
- Create standards for agencies who are already pursuing a solution

Some issues we discovered are:

- How to facilitate data exchange between localities
- How to deal with existing solutions
- Central versus locality based storage
- Scalability
- Security
- Record retention
- Definition of Workflows / Business Flows:
  - ☐ Case based view
  - ☐ Individual based view

### 3.2 Background

Provide high-level standard document tree structures and Metadata to localities and state agencies to make case interchange and future development easier and more efficient

Provide high-level technical guidelines to facilitate the transfer process. These must be consistent with the guidelines of the Data Sharing Workgroup and Enterprise Architecture Team.

### 3.3 Justification

The vendor guidelines are industry standards but any requests for proposals (RFP) or invitations to bid (IFB) should include a statement the vendor must meet these guidelines.

Our other recommendations are based on the need to be able to exchange data between dissimilar programs. Without commonality between programs, data sharing and the exchange of documents will not occur.

## 4. Analysis of Alternatives/Solutions

### 4.1 Identification of Alternatives

*List all alternatives that were considered and why they are or are not feasible based on the research done by the workgroup.*

### 4.2 Recommendations

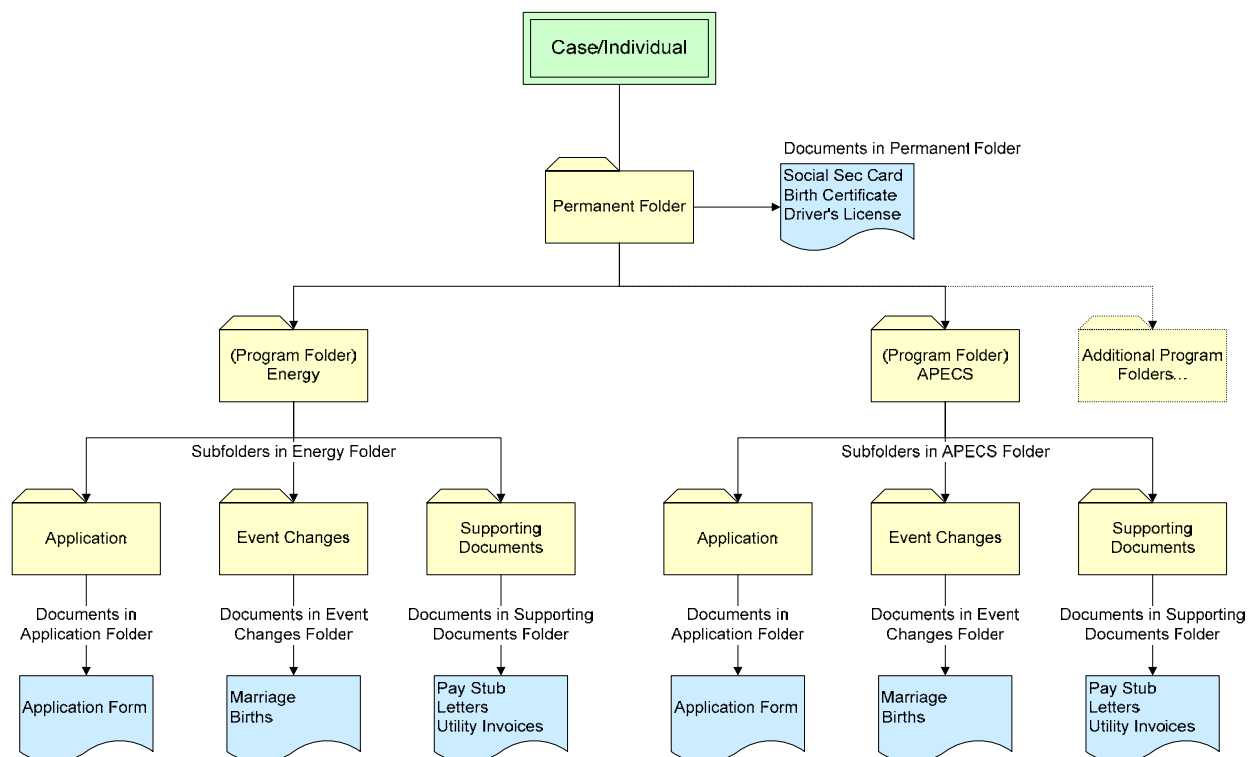
■ Vendor Standards/Guidelines:

- ☐ **JSR170:** This specification creates a single content interface which can be used to access and transfer data in any number of content repositories.
- ☐ **WEBDAV:** Is an Internet specification that extends the HTTP protocol. It defines the HTTP extensions necessary to enable distributed web authoring tools to be broadly interoperable
- ☐ **DOD 5015.2-STD:** Department of Defense vendor standard for content management
- ☐ **IECM Framework:** Standards framework to enable interoperable content / document processes. Provides a common layer of interoperable services / infrastructure that enable content and content management systems to interoperate with core enterprise applications and work processes
- ☐ Minimum imaging capabilities: jpeg, TIFF, WMF, etc
- ☐ Minimum resolution capabilities: 300 DPI
- ☐ Should be open source/public domain
- ☐ Products should have an audit log feature for any and all transactions

## ■ DSS Standards/Guidelines

- ☐ Standard Index (consensus must be made across workgroups for **all** efforts)
- ☐ LDAP for definition of enterprise roles – role-based security for access rights
- ☐ Leverage existing demographics repository. Develop a single entry point for demographics - that all programs use
- ☐ Develop a Common Data Model that will service **all** lines of business within DSS
- ☐ Retention Rules

## ■ High Level Tree Structure for Doc Storage



## ■ Index Elements

- NAME
- DOB

- SSN
- RACE
- SEX

## 5. Conclusions

We feel we have identified the necessary steps to move forward with this project. One item that can be worked on now is the validity of Library of Virginia standards for retention. Program owners need to review the document retention period established by the Library to ensure the rules are still applicable and the time frames are necessary.

### Next Steps

- Clarify and Document the Catalogues and Tree Structures
- Define a model or straw-man for Role Based Security
- Research central repository and communication infrastructure
- Research the validity of Library of Virginia standards for retention
- Research program area requirements for retention